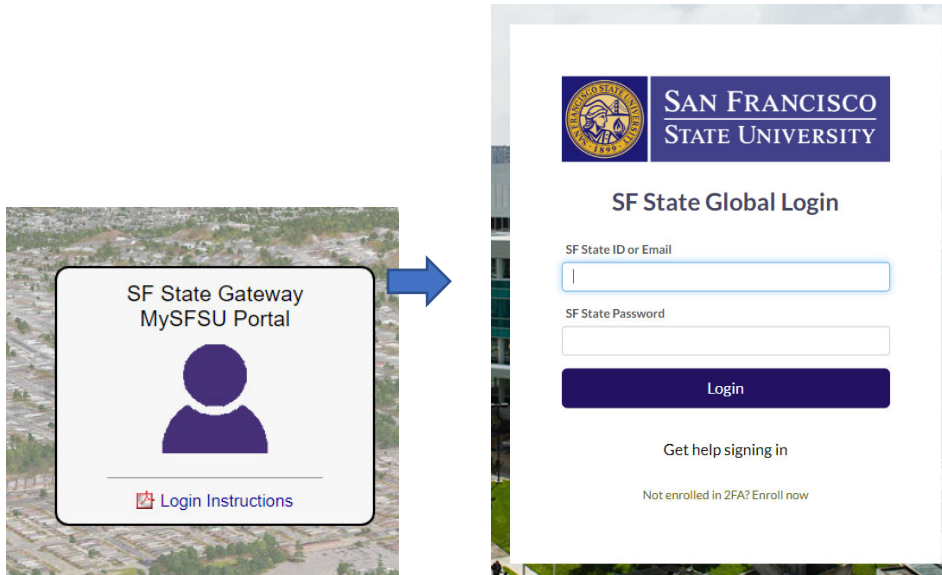


Go to SFSU FacilitiesLink:

<https://sfsu.metabim.com/login/Welcome.htm>

Click on [MySFSU Portal] then login with your SFSU ID:



Click on [Request Keys]:

The screenshot shows the 'Public Dashboard' of the SF State FacilitiesLink website. At the top is a dark blue header with the university logo and navigation links for 'San Francisco State University', 'A-Z', 'Calendar', 'Login', and 'Print Version'. Below the header is a navigation bar with 'Home : Dashboard', 'CSU', and the date/time '1/3/22 1:08 pm' with a 'Logout' link. The main content area is titled '- Public Dashboard' and contains two primary sections: 'Request Work' and 'Request Keys'. The 'Request Work' section shows 'Calls Received: 110' and 'Work Orders: 109', with links for 'View Work Requests' and 'Work Order Approvals'. The 'Request Keys' section shows 'My Key Requests (2)', 'Approvals Pending (0)', 'Ready for Pickup (0)', and 'My Keys Issued (0)'. A blue arrow points from the 'Request Keys' section to the 'Request Keys' title. At the bottom, there is a footer with 'My Information', 'Public Dashboard', and 'Help Manuals' links. Contact information for MetaBIM, Inc. is provided, including the address '5321 Scotts Valley Drive, Suite 105, Scotts Valley, CA 95066', phone '(831) 316-7647', and copyright notice '© 2012-22 All Rights Reserved'.

Fill out the information at the required area:

Faculty or staff

Key holder's SFSU

Request keys using the form below. Verify the Key Requester and provide details on the Key Holder. Provide details on the access request, including locations, department or key system.

Key Requester		Key Holder	
Requester Name: *	Employee ID:	Key Holder Name: *	Employee ID:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Job Title:	Email Address: *	Job Title:	Email Address: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department:	Phone Number: *	Department:	Phone Number: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization:	Requester Type: *	Organization:	Key Holder Type: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Choose the Access requests type

Access Requests

Key Request Context: * New Key Access Access Extension Lost or Stolen Key

Access Details: Enter a list of locations, departments or keys in the lines below. Please provide specific building and room numbers for locations. If requesting a master key please specify the department. In certain cases, keys can be requested by the key system number or template.

Location or Department *		Location or Department *	
1. <input type="text"/>	6. <input type="text"/>		
2. <input type="text"/>	7. <input type="text"/>		
3. <input type="text"/>	8. <input type="text"/>		
4. <input type="text"/>	9. <input type="text"/>		
5. <input type="text"/>	10. <input type="text"/>		

Building Access: *

Access Start Date: *

Access End Date: *

End Access on Separation

Departmental Key Approver (Optional): Key requests may be authorized initially at the department-level as required. Please enter the departmental Key Approver for your organization.

Start type in "Justin Chan" as Departmental key approver, it will autofill the name. (*Required)

Building Key Approvals: * The individual is authorized to approve key requests and grant building access to the locations requested. Please enter the building Key Approver.

Start type in "Christopher Johansson" as Building Key Approvals, it will autofill the name. (*Required)

Additional Information:

Enter key card number here for Key card extension

If you have additional questions about any of the information on the SF State Facilities Services website, or need technical support with these pages, please contact the Customer Service Center in Facilities Services by phone at (415) 338-1568 or by email at facilities@sfsu.edu

Please make sure all information is correct, then click [Create] to submit.